



**FishAmerica Foundation and NOAA Restoration Center  
Application for Funding for Community-Based Habitat Restoration Projects**

**Reference Number:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_ (FAF/NOAA use only)

Each application packet **must** include the following:

1. **Three unstapled original copies of the completed application outline** with detailed budget, timeline of project activities, and project description.
2. A **Letter of Support for the project** from a fisheries biologist at the appropriate state or federal resource agency;
3. Evidence of the recipient organization's **tax-exempt status**. State and local government agencies need only provide an Employer Identification Number (EIN).
4. **Three copies** of acquired federal, state, and local permits or applications (if permits are pending). More details are provided in the Permit Status section of the application.
5. **Three copies** of additional supporting documentation, including maps and photographs. Maps should outline and identify the project location as it relates to the overall watershed or regional area. Photographs should be current images of the proposed project site(s). Pre-, during, and post-project photographs are required with grant reporting.
6. Design plans are **strongly** encouraged but not required.

**Applicant Information:** *(In the event of fiscal sponsorship, please provide the below information for both involved parties, separately).*

1. Organization (to be named as grantee)
2. Executive Director/Manager (to receive all contractual information and mailings)
3. Address of Organization
4. Organization Web Site Address
5. Congressional district of applicant (<http://congress.org/congressorg/dbq/officials>)
6. Employer Identification Number (EIN)

**Project Contact**

1. Lead Project Officer and Title (if different from above)
2. Address of Contact (if different from above)
3. Phone
4. Fax
5. Email

### Project Information

1. Project Name (name should briefly describe location and type of project)
2. Project Location (City, County, State)
3. Longitude/Latitude coordinates of project site preferably in decimal degrees
4. Congressional district of project (<http://congress.org/congressorg/dbq/officials>)
5. Type of Ecosystem (lake, stream, river, coastal, etc.)
6. Project Type (streambank restoration, fish passage improvement, habitat improvement, etc.)
7. Names of **sportfish** that will benefit from project
8. Is public access to the resource available? (Describe the access points)
9. Is project site publicly or privately owned? (Provide details of ownership)
10. Project Start and End Date

### Volunteers Information

1. Number of Volunteers
2. Total Volunteer Hours
3. Details of Volunteer Activities

**Amount of funds requested** \$\_\_\_\_\_ (grant requests range between \$5,000 and \$50,000)

### Permit Status

Sub-awardees will be required to satisfy all financial and programmatic requirements and meet all local, state and tribal environmental laws and Federal consistency requirements before project implementation. All projects must comply with the National Environmental Policy Act (NEPA) before funds will be released by the FishAmerica Foundation. For more information on NEPA see <http://www.nepa.noaa.gov/>. Applicants must provide the following:

1. A complete list of all permits required for project implementation (see example of permit list below).
2. **Three copies** of acquired federal, state, and local permits (or applications if permits have not been received).

<b>Permit and Permitting Agency</b>	<b>Status of Permit</b> (obtained, pending/anticipated approval date, anticipated application date, not yet filed)	<b>Agency Contact</b> (name, title, phone)	<b>Comments</b>
<i>Ex: Section 404 permit, Army Corps of Engineers</i>	<i>Obtained October 2005</i>	<i>John Doe Habitat Biologist (555) 123-4567</i>	

### Executive Summary of Project (one paragraph)

1. Objectives of project;
2. Concise project summary;
3. Expected results of project.

### Project Description and Need (\*\*– requirement for NEPA determination)

1. Describe the ecosystem/specific resource (location, watershed, surrounding area).\*\* Please provide adequate information on local sportfishing and boating activities in the project area or related watershed.
2. Describe the specific educational and/or socio-economic needs the project will address.
3. Describe the specific on-the-ground activities to be undertaken on-site to achieve the project objectives.\*\*
4. Describe the specific site for the on-the-ground activities including nearby landmarks.\*\*
5. Clearly identify the specific measures of success (100 acres of saltmarsh habitat restored, 20 river miles opened, 50 acres of reef habitat created, etc.).\*\*
6. Describe any construction activities.\*\*
7. Describe any environmental concerns that may exist (e.g., the use and disposal of hazardous or toxic chemicals, introduction of non-indigenous species, impacts to endangered and threatened species, aquaculture projects, and impacts to coral reef systems).\*\*
8. Describe any historic structures or archeological sites at or near the project site.\*\*
9. Describe all planned pre- and post-project monitoring and maintenance activities.  
Monitoring and maintenance are crucial to the success of a project and will be evaluated during the proposal review.
10. Explain how the project is part of a larger local or regional effort and list other project partners.

### Timeline of Project Activities

Provide a detailed narrative of the project timeline including the design and permitting phase, on-the-ground activities, and pre- and post-project monitoring activities. Please also provide a summarized list of project activities (see **example** of summarized list below).

<b>Project Activity</b>	<b>Anticipated Dates of Implementation</b>
<i>Project design</i>	<i>January 15 - March 30, 2005/completed</i>
<i>Permitting process</i>	<i>February 25 - June 1, 2005/completed</i>
<i>Pre-project monitoring</i>	<i>5 events, March 15 - May 15, 2005/completed</i>
<i>In-stream construction</i>	<i>July 1 - July 15, 2006</i>
<i>Riparian Revegetation</i>	<i>3 events, August – November 2006</i>
<i>Post-project monitoring</i>	<i>1 year, beginning January 2006</i>

### Budget

1. Budget Narrative (detailed narrative description of expense items outlined in the budget table).
2. Budget Table (**example** of budget table below);
  - a. Be sure to list out each expense line item in the budget table format and describe the expense in the budget narrative.

- b. Be sure to name all other donors for the project. For example, Wisconsin Department of Natural Resources instead of State Agency.
3. Matching Contributions and Source (Matching funds table format provided; detailed account of all cash and in-kind contributions and sources for both federal and non-federal match funds, pending and received) (example of matching funds table below).
- a. Be sure to name all other partners in the project. For example, Wisconsin Department of Natural Resources instead of State Agency.
- b. For all volunteer match, please provide proposed hourly rate for volunteers.

### Budget Table

Item	Total Cost	FAF Requested Funds	Dept of Natural Resources	XYZ Foundation	Applicant
<b>Salaries</b>					
Project Coordinator	\$6,200.00	\$2,000.00		\$2,000.00	\$2,200.00
Finance/Accounting	\$2,500.00				\$2,500.00
Volunteer Coordinator	\$4,500.00	\$2,500.00			\$2,000.00
Design & Permitting	\$1,000.00		\$1,000.00		
<b>Contracted Services</b>					
Heavy Equipment Rental & Operation	\$15,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
Contractual Labor	\$9,500.00	\$5,000.00			\$4,500.00
<b>Supplies/Materials</b>					
Trees/Vegetation	\$5,000.00			\$5,000.00	
Planting Materials	\$2,000.00				\$2,000.00
Signage	\$1,500.00			\$1,500.00	
<b>Other Labor</b>					
Design & Permitting	\$1,750.00		\$1,750.00		
Fishing pier	\$12,500.00		\$12,500.00		
Volunteer planting					\$10,000.00
<b>Total Costs</b>	<b>\$71,450.00</b>	<b>\$14,500.00</b>	<b>\$20,250.00</b>	<b>\$13,500.00</b>	<b>\$23,200.00</b>

### Matching Funds

Project Partner	Amount	Cash/In-Kind	Federal or Non-Federal	Pending/Received
Dept of Natural Resources	\$20,250.00	In-kind	non-federal	received
XYZ Foundation	\$13,500.00	Cash	federal	pending
Applicant	\$13,200.00	Cash/In-kind	non-federal	received
Volunteers (\$x/hour)	\$10,000.00	In-kind	Non-federal	pending
<b>Total</b>	<b>\$56,950.00</b>			

**Contact at State or Federal Natural Resource Agency**

1. Name
2. Title
3. Agency
4. Address
5. Phone
6. Fax
7. Email Address

**Applicant Signature and Date of Submission**

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Signature of Authorized Representative

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Date

**Mail your complete application packet to:**

FAF/NOAA RFP – Grant Applications  
FishAmerica Foundation  
225 Reinekers Lane, Suite 420  
Alexandria, Virginia 22314